



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
U.S. ARMY CONTRACTING AGENCY
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SFCA-RA

Subject: Army Contracting Agency (ACA) Awards Program Policy

1. References:

- a. 5 USC 4503, Agency Awards
- b. 5 CFR, 451, Awards
- c. AR 600-8-22, Military Awards
- d. AR 672-20, Incentive Awards
- e. DA PAM 672-20, Incentive Awards Handbook
- f. ACA Award Supplement to AR 672-20, Incentive Awards

2. Purpose:

This operating instruction establishes an awards program for excellence in Contracting and Small Business within the Army Contracting Agency. The goal of this program is to foster a sense of accomplishment and pride within the organization by acknowledging actions that encourage civilian and military employees to strive to the highest levels of performance and service. Awardees will be recognized for outstanding achievements on the ACA Homepage, in the ACA Newsletter, and at the annual ACA recognition ceremony.

3. Definitions:

a. Internal Awards. Those awards are specific to the Army Contracting Agency and identified in Internal Awards Matrix (Enclosure 1). Nominees and recipients of these awards are employees of the ACA.

b. External Awards. Awards are included in the Army's formal civilian and military program, Acquisition, DoD and "industry" awards. These awards are identified in the External Awards Matrix (Enclosure 2). Presentation of these awards will be as stated in the applicable nomination packet.

4. Policy:

Headquarters ACA, Operations and Career Management Directorate administers the awards program. ACA awards will be awarded annually at the biennial ACA Conference or at the DoD Contracting Conference. The eligible period for recognition will be from the time of the last call for nominations through the current call for

nominations. All nominations must conform to submission requirements as specified by the Operations and Career Management Directorate. This directorate ensures that all ACA regions, contracting commands, and elements have the opportunity to nominate eligible offices, units and individuals for awards. Each region, contracting command, or element may formally recognize their nominees and may augment this awards program with their own special awards.

5. Responsibilities:

a. The Director, Army Contracting Agency, reviews all awards board recommendations and serves as the final award approving authority. The Director, ACA, may elect not to approve an award for a particular category when there is inadequate competition for the award or when the nominees' achievements are not commensurate with the minimum standards specified for award. The Director is responsible for the selection of the awardee for the Dr. James H. Edgar Award for Professional Growth and the Lifetime Achievement Award. Each award and its criteria are described in Enclosure 1 of this policy.

b. The Chief of Staff is responsible to appoint the members of the ACA Awards Board.

c. The Chairperson, ACA Awards Board. The Deputy Director, ACA, serves as the Chairperson and presides over the Awards Board but will not be a voting member. The Chairperson and Chief of Staff brief the recommendations of the Awards Board to the Director, ACA.

d. The Chairperson, ACA Awards Board, in conjunction with the Executive Secretary establishes the schedule for release, submission, and final review of all nomination packages. The Awards Board Executive Secretary ensures that copies of all nominations are forwarded to the Chairperson, ACA Awards Board.

e. Members, ACA Awards Board. An evaluation panel consists of at least three staff members within the Headquarters, ACA. Board members evaluate all nominations, score, and provide a recommended listing of awards to the Chairperson, ACA Awards Board.

6. Nomination Procedures:

a. The ACA Career Management Office notifies all subordinate field activities in accordance with a call for award nominations.

b. Field Activities submit nomination packages to the Headquarters, ACA. Nominations are submitted from a field activity through the appropriate Principal Assistant Responsible for Contracting (PARC), with endorsement, to Headquarters,

ACA, attention: SFCA-RA by the specified closing date. Headquarters, ACA, nominations are submitted through the Chief of Staff and Deputy Director. Nomination packets are reviewed and verified by the ACA Career Management Office. Incomplete nomination packets will be returned to the submitting official for correction. Nominations or corrected nominations will not be accepted after 5:00 pm Eastern time on the submission deadline date.

c. Nominations must be submitted with the ACA Awards Program Cover Sheet (Enclosure 3). A one-page biography summary may be required for specific applicants as directed by Headquarters, Army Contracting Agency. All award nominations are limited to one page excluding the cover sheet and biography. The acceptable typeface is Arial 12 pitch. The nomination shall have at least a one-inch margin on all four sides. Nominations utilizing smaller typeface or having unauthorized margins will be transferred into the specified format. Excess information shall not be considered in the award selection process.

d. All nominations are forwarded to the ACA Career Management Office, Attn: ACA Awards Committee, Skyline 6, Suite 302, 5109 Leesburg Pike, Falls Church, Virginia 22041-3201. E-mail transmission of each proposed award citation is authorized as directed by the ACA Career Management Office. All award submissions shall utilize the most current version of Microsoft Word to format proposed citations. Nominations should address specific results, process improvements, contributions to concrete improvements in competition, adoption of commercial practices, and implementation of acquisition initiatives that measurably improved ACA operations or customer support.

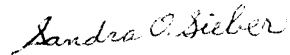
e. Accepted nominations for internal awards will be submitted by the ACA Career Management Office to the Chairperson of the Awards Board either electronically or via paper using the ACA Awards Program Cover Sheet. The board recommends approval or disapproval of the proposed award before forwarding recommendations for final action to the Director, ACA. The primary members of the awards board are voting members. The Executive Secretary is a non-voting member. The board's recommendations represent a simple majority vote on all proposed award nominations. When a simple majority of the board cannot agree on any proposed award, the Chairperson will make a final determination on whether approval or disapproval represents the board's final recommendation to the Director.

f. The Director, ACA, reviews the recommendations of the Awards Board. The Director returns all nomination forms to the Chairperson directing approval or disapproval of each proposed nominee.

g. The ACA Career Management Office ensures publication of all award winners in the ACA Newsletter. The Career Management Office ensures that the appropriate award item(s) are available and coordinates the formal invitations presentation to the award recipients based on the awards matrix.

7. Proponent:

The proponent for this operating instruction is the Headquarters, Army Contracting Agency. Questions pertaining to content, coordination, or amendment of this instruction should be addressed to Jan Shadowens at (703) 681-1035 or Cynthia Cohen at (703) 681-7563.



Sandra O. Sieber
Director
Army Contracting Agency

Enclosures

ACA Awards Program Cover Sheet

1. Name of Award _____

2. Candidate's Name _____

Position _____ Region _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

3. Nominator's Name _____

Position _____ Region _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

4. Please attach a one page statement describing the achievement to be recognized and how that work meets the award criteria.

5. Please include materials (not to exceed 1page excluding this form).

6. Forward all nominations, except those containing classified information, to SFCA-RA, Attn: ACA Awards Committee, Skyline 6, Suite 302, 5109 Leesburg Pike, Falls Church, VA 22041-3201. Also, transmit e-mail to the SFCA-RA Director with electronic copies of each proposed award citation. Please use the most current version of Microsoft Word to format the citations.

Award Name	Description	Evaluation Criteria	# of Awards	Timeline
Outstanding Contingency Contracting Officer/Civilian/NCO	<p>Awarded to contracting officers assigned to deployable contracting positions, performed contingency contracting duties, or who have deployed in support of a contingency operation as defined in Title 10 U.S.C. 2303(7), or a humanitarian mission as defined in 10 U.S.C. 101(a)(13) or 41 U.S.C. 259(d) during the qualifying period. One award shall be given for each category (officer, enlisted and civilian).</p>	<ol style="list-style-type: none"> 1. Contingency support mission accomplishment and impact. (80%) 2. Management of available resources or initiatives developed. (20%) 	3	
Outstanding Contracting Officer/ Contract Specialist	<p>Awarded to a military or civilian member serving as a supervisory or non-supervisory contracting officer (Contracting Officer category) or a non-supervisory contract specialist (contract specialist) who has contributed significantly to improved customer support and organizational efficiency and effectiveness.</p>	<p>Evaluation criteria:</p> <ol style="list-style-type: none"> 1. Specific duty achievements including long term and short term mission impacts. (80%) 2. Self-improvement efforts over the course of one's career. (20%) 	2	
Outstanding Director of Contracting	<p>Awarded to a military or civilian member serving as a Director of Contracting within the ACA who has contributed significantly to improved customer support and organizational efficiency and effectiveness.</p>	<ol style="list-style-type: none"> 1. Specific Duty Achievements. (40%) 2. Contribution toward advancing the professionalism of other contracting professionals over the course of one's career. (40%) 3. Demonstrated commitment to professionalism over the course of one's career. (20%) 	1	
Outstanding Mission Contribution	<p>Awarded to a military or civilian member who significantly contributed toward accomplishment of their customer's war fighting or power projection mission.</p>	<ol style="list-style-type: none"> 1. Contribution toward mission accomplishment and impact on the Army's mission. (80%) 2. Management of available resources. (10%) 3. Innovativeness of support provided. (10%) 	1	

Award Name	Description	Evaluation Criteria	# of Awards	Timeline
ACA Excellence in Acquisition Leadership	Awarded to a team that achieved significant improvements in customer service ACA-wide or other significant teaming efforts that provided cross cutting savings to the ACA and its customers.	1. Outstanding mission accomplishment through demonstrated customer support. (50%) 2. Contracting innovation and process improvement results. (30%) 3. Effective, innovative resource management. (20%)	1	
Individual ACA Acquisition Leadership Award	Awarded to an individual who achieved significant improvements in customer service ACA-wide or other significant effort that provided cross cutting savings to the ACA and its customers.	1. Noteworthy and/or significant achievements to promote significantly improved acquisition processes and outcomes through collaboration. Describe short- and long- term impact on warfighter support. (50%) 2. Effective resource management through innovative techniques, program strategies, training programs, process improvements, initiative, and risk management. (30%) 3. Leadership ability (e.g. empowering individuals and holding them accountable for the results.) (20%)	1	
ACA Javits-Wagner-O'Day (JWOD) Act Award	Awarded to an individual that has significantly advanced the award of contracts to non-profit workshops and other JWOD-sponsored organizations and has significantly added to the opportunities available for such organizations.	1. Contribution to advancing requirements to the procurement list. (50%) 2. Ability to identify, convey and advocate the importance of the JWOD program to others in the career field. (30%) 3. Contributions to the handicapped community. (20%)	2	

Award Name	Description	Evaluation Criteria	# of Awards	Timeline
ACA Innovation Award	Awarded to the person or team that made significant contributions to the mission performance of the ACA through the adoption of skilful and innovative techniques.	1. Innovative solutions to contracting challenges. (70%) 2. Actions taken to improve the state of the contracting profession. (10%) 3. Professional qualities over the individual's career. (10%) 4. Contributions to the professionalism of others in the career field over the course of the individual's career. (10%)	1	
Outstanding Mission Support Award	Awarded to an individual who significantly contributed toward the best leveraging of ACA resources (IT, E-Commerce, human resources, manpower and/or funds).	1. Specific duty achievements including long term and short term mission impacts. (80%) 2. Self-improvement efforts of the course of one's career. (20%)	1	
ACA Excellence in eBusiness Award	Awarded to the person or team whose innovation in the area of electronic commerce significantly contributed to the mission of ACA.. Nominations include but are not limited to excellence in the area of systems administration of the Standard Procurement System, the innovative application of Army Contracting Business Intelligence and the Army's end-to-end electronic procurement system.	1. Innovative solutions in eBusiness (80%). Actions taken to promote paperless contracting across the ACA and its customers (20%).	1	

Award Name	Description	Evaluation Criteria	# of Awards	Timeline
ACA Acquisition SADBUs of the Year	Established to recognize an individual who has demonstrated strong support for the ACA SADBUs Program through participation in initiatives and outreach efforts.	Any member of the acquisition support team, to include the contracting officer, contract specialist, resource management and program management personnel is eligible for this award.	1	
ACA SADBUs of the Year	Established to recognize individual ACA SADBUs Specialist (SADBUs) and ACA Acquisition personnel for exemplary support of the ACA Small Business Program. ACA will recognize the best practices and program results of the nominations submitted.	Any SADBUs appointed by name and in writing by the Region Principal Assistant Responsible for Contracting (PARC), Commanders of installations, post, camp, or station and serving in either full-time or part-time capacity is eligible for this award.	1	
Dr. James H. Edgar Award for Professional Growth	The Dr. James H. Edgar Award for Professional Growth was established to recognize an outstanding ACA employee who has sought to attain additional challenges of personal and professional growth and career advancement by seeking training, certification or educational enrichment through self-initiated actions. This award was established in memory of Dr. James H. Edgar, who was a staunch advocate of fostering personal and professional growth of employees.	The Director, ACA, will select an ACA employee who has sought to attain professional growth through additional challenges of personal and professional growth and career advancement by seeking training, certification or educational enrichment through self-initiated actions. This award, could also be given to someone who has inspired others to realize their goals and vision.	1	
Lifetime Achievement Award	Years of Distinguished Service. The award is for lifetime achievement rather than for a single contribution, no matter how monumental. Categories of Distinction. The Lifetime Achievement Award is awarded for achievement in leadership, professionalism and service. Posthumous Awards. The Lifetime Achievement Award may be given posthumously.	Individual to be selected by the Director, ACA. Nominees should have a minimum of 25 years of distinguished service to the government. Distinction in these categories can be demonstrated through— <ul style="list-style-type: none"> performance of the nominee on the job; service beyond the requirements of the position; service to the ACA such as: positions held, committee memberships, special projects, meetings, and 	1	

External Awards				
Acquisition Awards				
Award Name	Description	Eligibility	Who Nominates	Timeline
David Packard Excellence in Acquisition Award	This award recognizes civilian and/or military organizations, groups or teams that have demonstrated superior accomplishments contributing to best defense acquisition practices.	Civilian and/or military organizations, groups or teams. Award categories are: Program Management; Communications Computer Systems; Information Technology; Contracting; Purchasing; Industrial Property Mgmt; System, Planning, Research Development & Engineering; Test & Evaluation; Manufacturing; Production & Quality Assurance; Acquisition Logistics; Business; Cost Estimating & Financial Mgmt; and Auditing	Nominations are forwarded through Command channels.	Nominations due Mid December
Ida Ustad Award for Excellence in Acquisition	Sponsored by the General Services Administration (GSA). Annual \$5,000 award recognizing an individual government employee whose actions demonstrate or embody the concept of "contract specialist as business leader/advisor"	Must be a government employee in the 1102 series working for an agency subject to the Federal Acquisition Regulation and must have high ethical standards.	HCA must endorse nomination	Nominations must be submitted to GSA in January
Defense Certificate for Recognition of Acquisition Innovation	Established to make available to each component of the DOD & USD (AT&L) principals a uniform instrument for formally recognizing outstanding, innovative acquisition practices. Purpose is to recognize individuals, groups, or teams in DOD who have made greater contributions than normally expected resulting in improvements to defense acquisition processes and programs.	All DOD military and civilian acquisition personnel, individuals, groups or teams, who have made significant contributions to furthering acquisition reform in DOD acquisition processes and programs are eligible.	HCA must endorse nomination. Nominations are to be submitted to CAE or his designee	
Defense Acquisition Executive Certificate of Achievement	The DAE Certificate of Achievement is awarded by the DAE to individuals, groups, and teams such as Integrated Product Teams (IPT), Process Action Teams, Working level Integrated Product Teams (WIPs) and Overarching Integrated Product Teams (OIPT). The DAE Certificate is the appropriate award to highlight and reward individuals and teams that have made exceptional contributions to improving life cycle costs and/or the Department's acquisition system through innovative acquisition management techniques.	All DoD acquisition personnel, both military & civilian individuals, groups and teams such as Integrated Product Teams, Process Action Teams, or other working groups who have contributed to improving acquisition processes and programs are eligible.	ACA HCA endorsement of nominee. Nomination will be forwarded to DAE. Upon DAE approval will forward to the Director for Administration OUSD(AT&L), will forward nominations to Deputy Under Secretary of Defense (Acquisition Reform).	Awarded throughout the year at the discretion of the DAE.
Excellence in Performance Based Service	Best example of a performance-based contract. \$2500 award to federal government employee who wins. Sponsored by GSA and the Performance Institute.	Federal government employee individual or contracting team.	ACA HCA must endorse nomination.	March of the calendar year for submission to GSA.

External Awards				
Award Name	Description	Eligibility	Who Nominates	Timeline
Excellence.GOV E-Government Best Practices	Sponsored by the Industry Advisory Council's (IAC) E-Gov Shared Interest Group (SIG), together with the Federal CIO Council & E-Gove. Recognizes the best practices in Federal E-Government applications.		ACA HCA must endorse nomination.	Nominations due late December.
Procurement Round Table Award for Young Acquisition Professional Excellence (Elmer B. Staats YAPE Award)	Sponsored by the Procurement Round Table. Recognizes young acquisition professionals who have contributed significantly to acquisition operations or acquisition policy. This is a \$5,000 award to the selected individual.	Must have at least 5 years of civil or military service as a contracting officer, contract specialist, procurement analyst, or purchasing agent; and must be no more than 37 years of age as of the due date for nomination.	HCA must endorse nomination. Nomination to be sent to the Procurement Round Table designee.	Nominations due the end of January of the calendar year.
Secretary of the Army Awards for Excellence in Contracting	Presented annually to recognize exemplary contracting organizations and individuals.		HCA must endorse nominations. Multiple nominees may be selected.	Nominations are due to the ACA November 3
Secretary of the Army Awards for Program/Project Management, & Acquisition Command	Recognize Army PMs and Acquisition Commanders whose outstanding contributions and achievements merit special recognition.	Any military or civilian PM (Lieutenant Colonel/GS-14 and Colonel/GS-15), as governed by DOD 5000.2. Acquisition Commanders occupying positions on the Command Select List are eligible to receive the Acquisition Command Award.	HCA must endorse nominations. Nominations are forwarded to the ASC.	Nominations due to HQ ACA end of June each year.
General Douglas MacArthur Leadership Award Program	Established to recognize those company grade officers who demonstrate ideals for which General MacArthur stood: Duty, Honor, and Country.	Military – company grade officers.	HCA must endorse nominations. Selection of one office and one warrant officer go forth to DA.	Nominations due to HQ ACA NLT 01 December each year
Federal Acquisition Award: Business Solutions in the Public Interest	Identifies and celebrates acquisition teams and agency leaders who have used acquisition effectively and creatively to help achieve agency missions. Government Executive Magazine and the Council for Excellence in Government administer this award in partnership with the Office of Federal Procurement Policy.	To be eligible, a candidate project must demonstrate acquisition as a strategic business tool advancing the agency mission and must: Be administered under the authority of the federal government, and be submitted by that federal agency responsible for the acquisition (submissions involving a partnership with a private contractor are eligible, but applications must be submitted by the government entity); Be able to demonstrate that it has progressed significantly toward the achievement of its stated goals.	ACA HCA must endorse nomination.	Nominations due mid-May

External Awards				
Award Name	Description	Eligibility	Who Nominates	Timeline
Small Business Awards Program	Recognizes those individuals in the Department of Defense who have made significant contributions to the Small and Disadvantaged Business Utilization Program.	All DoD employees, military and civilian, who have been appointed IAW with DoD FAR Supplement, subpart 19.201, April 1984 and are serving in either a full-time or part-time capacity as Small Business Specialists and are eligible for an award.	ACA HCA must endorse nominations.	Nominations are due by April 1 of each year to the Office of SADBU